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CENTRAL PROCESSING BRANCH

1. REPORT OF PROGRESS FOR PERIOD 1 JULY THROUGH 31 DECEMBER 1954

- a. The most noticeable progress made by the Central Processing Branch during the period is evidenced by the degree of efficiency to which the processing routine has been developed and the expanded coverage of the area briefing program. One major field mission reported recently by dispatch that "The new arrivals are well informed on all phases of cover, security, Mission contacts, and general travel particulars, and have spoken highly of their very efficient handling by both - - Division and Central Processing Branch".
- b. The development of greater efficiency generally is attributable to on-the-job training and continual review and adjustment of operating procedures.
- c. A new filing procedure has been established which encompasses a more efficient and orderly system for retirement of inactive records.
- d. Better relationships have been established with the individual carriers so that the Central Processing Branch now receives better service which has enabled the Branch to meet the demands of the operating offices in the travel of their personnel.

2. PROGRAM PLANS FOR PERIOD 1 JANUARY THROUGH 30 JUNE 1955

- a. It is expected that the Branch will be able to work out an arrangement

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with commercial carriers and establish a procedure within the Agency which will assist Agency personnel overseas in procuring reservations for return to the United States.

- b. Office of Personnel policy requires that all positions in the Branch which involve briefing travelers on any phase of activity abroad be filled by overseas returnees. There are eleven such positions and seven of them have been properly filled. It is hoped that the other four positions can be filled by overseas returnees during the coming six months.

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CORRESPONDENCE BRANCH

1. REPORT OF PROGRESS FOR PERIOD 1 JULY THROUGH 31 DECEMBER 1954
  - a. During this reporting period, the Correspondence Branch prepared and dispatched approximately the same number of letters as were prepared and dispatched during the same period of 1953. During the six months prior to this reporting period, there was a rise in the number of letters of approximately 20%, which has again leveled off to the present volume.
  - b. In the last six months many revisions have been made in the form and content of letters with a view to simplifying or personalizing them. Some revisions were also required because of new procedures set forth in Office of Personnel Memoranda. For example, the entrance-on-duty letters were revised to include a reference to the group life insurance now available to all Federal employees.
  - c. The Correspondence Branch had prepared, by the Graphic Register Division of OCD, a map of the local area showing the location of Curie Hall and the means of reaching it by public transportation. This map is now a standard enclosure in all entrance-on-duty letters.
  - d. Discussions were held with the Personnel Procurement Division and the Security Office in regard to the sterile recruitment of personnel for the Office of Communications. As a result of these discussions, an OPM was issued concerning this sterile recruitment, a new post office box and pseudonym were obtained, and a special series of

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form letters were prepared. This program is now in full operation.

- e. In coordination with Placement and Utilization Division and Planning and Analysis Staff, a new form letter was prepared to send to former applicants requesting that they furnish current information in order to bring their applications up-to-date. This project is just getting underway.
- f. In order to dispatch letters as soon as possible, a postage stamp account was established in the Branch. This makes it possible to mail correspondence on the same day as it is prepared; formerly a large number of letters had to be held until the following day or the following Monday, if they were written late Friday afternoon.
- g. Procedures were developed by the Branch in connection with the correspondence with applicants located outside of the United States. Previously, no set procedures were followed, and it seemed necessary, because of security reasons, to establish a basis to follow.
- h. Recently the Correspondence Branch has been given the added responsibility of preparing correspondence formerly prepared by the Employee Services Division, such as, letters of recommendation, letters relative to leave without pay, and other types of employee communication.
- i. During the past six months, the Correspondence Branch has continued to make its facilities available to the various components of the Office of Personnel. The Branch's automatic machines have been utilized in the preparation of letters of appreciation to Agency

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consultants from the Assistant Director for Personnel, letters of appreciation to lead-sources for the Personnel Procurement Division, letters to employees in acknowledgement of suggestions made for the Incentive Awards Committee, and Agency memoranda for the Career Service Staff and the Military Personnel Division.

2. PROGRAM PLANS FOR PERIOD 1 JANUARY THROUGH 30 JUNE 1955

- a. To establish procedures for the sterile recruitment of personnel for other components of the Agency, such as TSS and the Security Office, who might wish to take advantage of this type of communication.
- b. To further extend the facilities of the Correspondence Branch to all components of the Office of Personnel.
- c. To continue the review of form and sample letters in order to make them more effective and possibly shorter in content.



C

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TRANSACTIONS AND RECORDS BRANCH

1. REPORT OF PROGRESS FOR PERIOD 1 JULY THROUGH 31 DECEMBER 1954
  - a. The standardization of Official Personnel Folders, which involves the reviewing, screening, and renovating of the documents contained therein, is now 80% completed.
  - b. Periodic audits were effected for the following basic records by the use of machine-run listings to insure their accuracy:
    1. Leave Without Pay Control, maintained by the Position Control Section.
    2. In and Out Casual Records, maintained by the Position Control Section.
    3. Agency T/O positions, the names of incumbents, together with the respective position titles, grades, series, position numbers, and service designations.
    4. Unassigned Personnel Records, maintained by the Position Control Section.
  - c. As a result of Public Law 763, 83rd Congress, which extended the longevity step-increase provisions to include employees serving in grades GS-11 through GS-15, and which made additional employees in grades GS-1 through GS-10 eligible for longevity step-increases, a complete review was made of the records of on-duty personnel who were presently serving at the maximum scheduled rate of their grades.

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- d. As a result of the initiation of the new Fitness Report Program, Service Record Cards on all individuals located in Headquarters [REDACTED] were reviewed and retabbed for due dates. 25X1A6a
- e. Approximately [REDACTED] Official Personnel Folders were reviewed for OSS service and the results submitted to the Statistical Reporting Branch, Planning and Analysis Staff. 25X9A2
- f. The trays containing approximately [REDACTED] three by five cards for the Central Locator File, located in the Position Control Section, have been eliminated. In place thereof, a Wheeldex has been obtained and set up which provides a more efficient method of operation. 25X9A2
- g. The renovation of the pseudonym-cryptonym file is under-way in order to maintain a more secure filing system and an easier method of reference. This is being done utilizing Wheeldex equipment.

2. PROGRAM PLANS FOR PERIOD 1 JANUARY THROUGH 30 JUNE 1955

- a. It is planned that the project of standardizing the Official Personnel Folders, as outlined in paragraph 1. a. of this report, will be completed within the next two months.
- b. It appears necessary to effect a more efficient system of charge-out and control of Official Personnel Folders. The system established by CIA Regulation [REDACTED] has not materially aided the Files Section in exercising the control necessary to effect efficient operation.

25X1A

- c. The project of reviewing all Official Personnel Folders, in order to compute and verify the Service Computation Date used for time and leave purposes, will be initiated. This will involve a review to determine that, in cases of Government service other than CIA, all personnel records are available. If not, requests for such material will be forwarded to the appropriate Government Agencies. It is estimated that this project will be completed within one year.
- d. Listings from the vouchered and unvouchered Payroll Branches will be requested containing the names of individuals who have been on leave without pay for more than six months during the calendar year 1954 and the total time spent on LWOP. This is necessary in order to effect an adjustment of the Service Computation Dates, inasmuch as leave without pay in excess of six months in any one calendar year is not creditable service.
- e. The review of records of on-duty personnel presently serving at the maximum scheduled rate of their grades will be continued for determination as to eligibility for longevity step-increases. This project will also include the tabbing of records of those individuals due longevity step-increases in the next two years.
- f. An inventory of Official Personnel Folders will be effected upon completion of the project of converting the folders.
- g. A complete audit will be effected of the Central Locator Card System in the Position Control Section. This will include inserting a three by five card for all separated personnel with appropriate notations as to periods of employment so that information on presently

employed personnel and on former employees will be maintained in one location rather than two.

- h. From the day-to-day point of view, more emphasis will be placed on processing of personnel actions by effecting improvements in the work-flow processes and by eliminating duplication and overlap on the clerical end.
- i. It is planned to identify and establish the reemployment rights of Agency employees separated or furloughed for military service by screening all available records, both current and inactive.
- j. A method is to be established to inventory the contents of Official Personnel Folders so that a better control is maintained of the contents contained therein.
- k. A further review is contemplated of the tens of thousand applicant files in order to destroy those which are of no value and retain those which could lead to possible recruitment.
- l. It is planned to re-vamp the Applicant File locator cards into a more usable file and reduce the physical space presently utilized by these records.
- m. It is considered that a most primary and important function is the development of each employee, whether he be worker or supervisor, to the limit of his capacity. A concentrated effort will be placed on this phase during the coming months in order to achieve the maximum efficiency desired.

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